

General Formatting

- *Font:* Times New Roman (12 pt)
- *Margins:* ½” top & bottom
1” left & right
- *Line spacing:* Single (DO NOT use special line and paragraph spacing including additional space before or after a paragraph)
- *File:* WORD

1. **Agenda Heading** Times New Roman, **BOLD**, 12 pt.

2. **Contact Info** right aligned, Times New Roman, 10 pt., *italics*

Contact: Samantha Buchanan 410-765-1234
sbuchanan@mdot.state.md.us

3. **Item Header:** CAPS, bold, underlined, Times New Roman, 12 pt.
Division (or Program or subject matter): bold, 12 pt., italicized

-C. **THE SECRETARY’S OFFICE**
Construction Contract

#-M-MOD. **THE SECRETARY’S OFFICE**
Modification: Maintenance

4. **General Text**

Times New Roman, 12 pt., aligned at 2.0” mark or a single TAB if the field title is longer than 2.0”.

5. **Subject Fields**

Times New Roman, **bold**, 12 pt., *italics*, not ALL CAPS.

The colon “:” is also Times New Roman, 12 pt., **bold** and *italics*.

5. *Subject Fields cont'd.*

One or two lines:

<i>Amount:</i> \$754,589 (Not to Exceed or NTE)
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More than two lines:

Multiple lines should start two spaces from the Field name. Two spaces after every period ending a sentence. This should be justified fully.... meaning the words line up as if in a box.

<i>Recommendation:</i> That the Board of Public Works approve the following application for a wetlands license for a project involving dredging in the navigable waters of Maryland. The Wetlands Administrator recommends that the Board grant the license as indicated. The Department of the Environment concurs with this recommendation.
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6. *End of Page*

Use page breaks at the end of each page. Shortcut: hit “Control” and “Enter” at the same time.

7. *New Page*

Include Item Heading line at the top of each page. If a Field runs over to the next page, please also add the Field name. Behind both the Agency line and Field line (if used) add “(cont’d)” in italicized lower case.

#-C. <u>THE SECRETARY’S OFFICE</u> (cont’d)

<i>Description (cont’d):</i>

8. *Previously Withdrawn or Deferred Item Line*

If the Item had been previously withdrawn or deferred from a previous Agenda, include this language above the Action Line.

Withdrawals:

This Item was withdrawn as Item _____ from the __/__/__ Agenda.

Deferrals:

The Board of Public Works deferred this Item as Item _____ from the __/__/__ Agenda.

9. *Action Line* Times New Roman, 12 pt, **bold**, all caps, bottom of page
Item Action Line

BOARD OF PUBLIC WORKS - THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Emergency Item Action Line

(See BPW Advisory 2009-2 at <https://bpw.maryland.gov/Pages/adv-2009-2.aspx> for more information on submitting an emergency Item).

BOARD OF PUBLIC WORKS ACTION - THIS REPORT WAS:

ACCEPTED

REMANDED

WITH DISCUSSION

WITHOUT DISCUSSION

Helpful and Important Advisories

Advisories provide clarification for State Agencies on items important to Board oversight and functions. These policy-making directives should be used by Agencies to help decipher requirements in procurement, reporting, definitions, and Agenda submissions, so forth.

Advisories are updated and created as needed. See www.bpw.state.md.us/advisories.aspx for updates. Directly related to Agenda submission:

[Adv-2004-3 Correcting Agenda Items](#)

[Adv-2006-1 Action Agendas Required Information, Format, Backup Documentation](#)

[Adv-2009-2 Emergency Procurements; Reports to the BPW](#)